

Appendix Nine - PNA 60 Day Consultation Plan

1. Background and current context

The Pharmaceutical Needs Assessment (PNA) is a legal document which details services which would be desirable and necessary in a locality based on the local health needs and population demographics.

The Health and Social Care Act 2012 transferred the responsibility for developing and updating the PNAs to the LA Health and Wellbeing Boards (HWBs).

The NHS (Pharmaceutical Services and Local Pharmaceutical Services) Regulations 2013 set out the legislative basis for developing and updating PNAs and can be found at: <http://www.legislation.gov.uk/uksi/2013/349/contents/made>.

2. Communications context and scope

This document details the scope of formal consultation and the proposed methods that will be used to engage different stakeholders and ensure patient and public involvement within this PNA.

There is a need for the local authority to understand;

- Local people and their representatives affected by the new service;
- Existing Pharmacy Services/Community based providers;
- Patients affected by possible new services in the area;
- Patient Services and Formal Complaints; and
- Other key stakeholders

Details of these issues can be gathered by public and pharmacy service provider surveys. The information from these can then be used to inform the final PNA document.

Prior to publication of the final document a draft version should be available for interested stakeholders to be able to comment on its content. This is called the formal consultation.

The formal consultation programme will commence on 15th July 2022 and will run for a period of 60 days. Therefore, the consultation will formally close on 13th September 2022.

3. Key outcomes

- To encourage constructive feedback from a variety of stakeholders between 15th July 2022 and 13th September 2022.
- To ensure a wide range of primary care health professionals provide opinions and views on what is contained within the PNA

4. Key audiences

The regulations state that:

When making an assessment for the purposes of publishing a pharmaceutical needs assessment, each HWB must consult the following about the contents of the assessment it is making—

- (a) any Local Pharmaceutical Committee for its area (including any Local Pharmaceutical Committee for part of its area or for its area and that of all or part of the area of one or more other HWBs);
- (b) any Local Medical Committee for its area (including any Local Medical Committee for part of its area or for its area and that of all or part of the area of one or more other HWBs);
- (c) any persons on the pharmaceutical lists and any dispensing doctors list for its area;
- (d) any LPS chemist in its area with whom the NHSCB has made arrangements for the provision of any local pharmaceutical services;
- (e) any Local Healthwatch organisation for its area, and any other patient, consumer or community group in its area which in the opinion of HWB1 has an interest in the provision of pharmaceutical services in its area; and
- (f) any NHS trust or NHS foundation trust in its area;
- (g) the NHSCB; and
- (h) any neighbouring HWB.

The consultation must be for a minimum of 60 days.

The following groups of people could be formally consulted on the draft PNA asked to comment on the assessment and the assumptions that it makes. A local decision needs to be made whether these groups are going to be contacted.

- General public
- Patient Participation Groups in primary care
- Community Pharmacy Contractor Superintendent Offices
- Local Authority area CCGs
- Local Authorities employees
- Neighbouring CCGs
- Local Voluntary Groups
- Overview and Scrutiny Committee
- Social services

5. Consultation engagement

Although the timescale for the consultation to begin (15th July 2022) and end (13th September 2022) is a standard date, the period of consultation between can be locally agreed based on work load. However you do need to ensure that everyone who participates in the consultation has enough time to complete the response forms by XXX.

The advert on homepage of council's website and the link on other relevant pages need to be done on 14th July 2022 to ensure the consultation begins on time. Everything that follows this should be done within the first month to allow time for responses and targeted work where returns have been low.

All the stakeholders listed below who are preceded by a C are in the compulsory list of people who must be consulted on the draft PNA.

You may feel that you do not need to undertake engagement with all the other stakeholders listed below, or that you will do more, which is a decision for your local teams to decide on.

When each section has/has not been attempted we need the two last columns completing to say how many people you engaged with for each element before this is sent back at the end of the consultation period.

| | Stakeholder | Channel | Detail | Cost | Responsibility | Complete | Reach |
|----------|--------------------------|---|--|---------|----------------|-----------------------|--------------------------|
| | General population | Advert on homepage of council's website | Large advert on the carousel with a link to the consultation document and survey monkey for responses. | No cost | LA | <i>e.g. yes or no</i> | <i>e.g. 2,100 people</i> |
| | General population | Links to survey on relevant webpages on council's website | Identify relevant webpages and add a couple of sentences about the consultation document/survey along with a link | No cost | LA | | |
| C | H&WB Board | Health and Wellbeing Board secretary | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| C | Neighbouring H&WB boards | Health and Wellbeing Board | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |

| | | | | | | | |
|----------|--|---|--|----------------------------|----|--|--|
| C | NHS Commissioning Board (NHS England) | Email consultation document to GM local area team | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| | General population | Face to face surveys at local events – could be where the LA is already in attendance | Attendance at local events in targeted communities and complete paper surveys face to face with members of the public. | No cost | LA | | |
| | General population | Advert in local newspapers | Quarter page, black and white advert in local newspaper to direct people to the online survey would be advised | Various cost | LA | | |
| | General population | Press release | Short news piece with link to the survey. | No cost | LA | | |
| | General population | Electronic Flyers | Produce and distribute A5 flyers to pharmacies to promote the survey and give the online address. | No cost | LA | | |
| | Local HOSC | Email consultation document | Send out an electronic link to the consultation document with a link to the online response form. | No cost | LA | | |
| | Local PH Committees | Email consultation document | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| C | Pharmacy contractors (including appliance and distance selling pharmacies) | Email consultation document to pharmacy superintendent | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | Printing and postage costs | LA | | |
| C | LPS pharmacy contractors | Email consultation document | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | Printing and postage costs | LA | | |
| C | Local Pharmaceutical Committee | Email consultation document to LPC secretary | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| C | Local Medical Committee | Email consultation document to LMC secretary | Send out an electronic link to the electronic copy of the consultation | No cost | LA | | |

| | | | | | | | |
|----------|--|---|--|---------|--------|--|--|
| | | | document with a link to the online response form. | | | | |
| | Local Authority Staff | Council internal communications campaign | Desktop wallpaper and Intranet homepage story to encourage staff to complete the online survey. | No cost | LA | | |
| | General population | Council social media Twitter Facebook | Post regular tweets with a link to the survey and submit content for Facebook | No cost | LA | | |
| C | Healthwatch | Email Healthwatch | Contact Health Watch to ask for support to encourage Link users to complete the survey | No cost | LA | | |
| C | NHS Acute Trusts | Send link to head of pharmacy | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| C | NHS Mental Health Trusts | Send link to head of pharmacy | Send out an electronic link to the electronic copy of the consultation document with a link to the online response form. | No cost | LA | | |
| | Local Commissioners | Patient groups at the local CCG | M&C to contact to ask for support for PPI group to complete the survey | No cost | CCG/LA | | |
| | MPs and Local councillor's | Email MP and Councillor's | Email sent to all MPs and councillors to make them aware of the survey and give more information about it. | No cost | LA | | |
| | Local Voluntary, Health and community Faith Groups | Email to other relevant groups and organisations to give information about the survey and ask for participation | Below is an example of some groups this could be sent to: <ul style="list-style-type: none"> • <i>Prison Pharmacy's</i> • <i>Care UK</i> • <i>Asylum seekers</i> • <i>Schools</i> • <i>Colleges</i> • <i>Older People's Forum</i> • <i>Adult Safeguarding Board</i> • <i>Men's Action Group</i> • <i>Women's Centre</i> • <i>BME Forum</i> • <i>Interfaith Network</i> • <i>Community Committees</i> | No cost | LA | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | <ul style="list-style-type: none">• <i>Carers Centre</i>• <i>MIND</i>• <i>Breathe Easy</i> | | | | |
|--|--|--|--|--|--|--|--|

6. Budget

It is advised that a budget is agreed with Public Health at a local level to be used to promote the consultation and to cover costs for printing out response forms, consultation documents and postage of forms back to GMJCT if needed.

7. Evaluation

A consultation report and an evaluation report will be provided by GMJCT. The Consultation report will analyse the feedback received and will also be used to update the final PNA. The evaluation report will be used to analyse the level of participants and the number of people engaged with.